

## **VOLUNTEER OPPORTUNITY**

**Position Open:** Applications being accepted until positions are filled

**Position Title:** Spanish Translator

**Department/Division:** Operational Communications Phoenix, Tucson and Flagstaff

**Workplace Address:** 2102 W Encanto, Phoenix 85009  
6401 S Tucson Blvd., Tucson 85706  
1100 W Kaibab Ln., Flagstaff 86001

**Number of Hours/Week:** Flexible, minimum of 8 hours a week

**Days of Work Week:** Flexible, opportunities exist 24 hours a day 7 days a week.

**Start/End Hours:** Flexible hours, will work around school or work schedule.

**Position Description:** Provide Spanish translation for both emergency and non-emergency phone calls. Also, assist Law Enforcement Officers, by phone, with translation as needed during routine contacts in the field.

**Qualifications:** Requires a high school diploma or GED and one year of clerical, customer service or public service experience. Must pass the department's Spanish Fluency test.

**Application and Selection Process:** Human Resources reserves the right to remove this position posting without prior notification. Once the application is completed and returned to Human Resources, the application will be reviewed and individuals may be selected for an interview. Upon successful completion of the interview process, the applicant will be scheduled for a polygraph examination, drug screening and background investigation.

**Apply:** Completed applications can be delivered to the Arizona Department of Public Safety Human Resources Bureau located at 2102 W. Encanto Blvd. Phoenix, or mailed to Human Resources Bureau M.D. 1100 P.O. Box 6638 Phoenix, Arizona 85005-6638. If you have any additional questions, please contact the Department's Volunteer Coordinator, Chuck Wright at 602-223-2058.

The Arizona Department of Public Safety is an equal opportunity employer and does not discriminate in recruitment, hiring, training, promotion, or other employment practices for reasons of race, color, religious creed, national origin, sex, age, or disability.